

# Carl D. Perkins Funds

## Reimbursement Claim Instructions

The final reimbursement claims are based on the FY2009 Itemized Revised Budget. Please review all data and make any changes directly on the claim form. Actual expenditures are to be written on the claim form for all categories. The signed reimbursement claim and all supporting documentation such as “Travel Expense Reports” or “Equipment & Instructional Materials Form” may be submitted for reimbursement when all support documentation is available. **All Final Claims must be submitted to our office by June 19, 2009 unless other arrangements have been approved.** Any forms that you may need can be found on our website at [www.nd.gov/cte/forms](http://www.nd.gov/cte/forms).

**Salaries** - Indicate the instructor’s name, program area and amount on the Supplement to Claim for Reimbursement form (SFN 7633).

**Travel** - Indicate the amount of travel claimed for reimbursement. One legible copy of each approved travel claim paid by the school must accompany your claim using the Travel and Expense Report form (SFN 7656). Travel will be reimbursed as outlined in the policy adopted by the State Board for Career and Technical Education. The policy can be found on our website.

### **Equipment and Instructional Materials**

- To claim equipment purchases, complete Section B “Purchased Items” on the CTE approved Equipment and Instructional Materials form (SFN 15263) that was returned to you. All equipment and instructional materials funded through the Department of Career and Technical Education must be pre-approved prior to purchase, be instructional in nature, remain in the CTE program area and the school district, consortium or institution must assume accountability for all items purchased with federal or state funds.
- Do not send copies of invoices to our office. A paid invoice must be on file in the LEA’s fiscal office and retained in compliance with state and federal regulations.
- Serial numbers must be provided for equipment on the Equipment and Instructional Materials form (SFN 15263). For inventory purposes, computer equipment and related items will be classified in the following manner:
  1. CPU units, keyboard and monitor are considered one unit, but all serial numbers must be provided.
  2. Printers will be considered a separate item and serial numbers must be provided.

Approved equipment and instructional materials are to be purchased or a purchase order in place no later than **February 1, 2009**. Any equipment traded which was originally purchased, in whole or in part, with the Department of Career and Technical Education funds must have prior approval from CTE before disposition takes place.

**Inservice** - Provide narrative on Supplement to Claim for Reimbursement form (SFN 7633) and list the expenditures claimed including the description of expenses and/or activities for which reimbursement is requested on the itemized annual budget.

**Administration** - No more than 5% of the recipient’s allocation may be used for administrative costs.

**Contracted Services** - Any amount identified as a ‘contracted service’ must be supported by completing a narrative on the Supplement to Claim for Reimbursement form (SFN 7633) explaining the expenditure as approved on the itemized annual budget.

**Other** – Provide a description on the Supplement to Claim for Reimbursement form (SFN 7633) by listing the expenditures for any items included as “other”.

**Certification** – Administrator’s signature and date must be obtained prior to submission of the reimbursement claim.